

C O N F I D E N T I A L

OSO 82-1456

25 OCT 1982

MEMORANDUM FOR: Director of Training and Education

FROM:

Director of SIGINT Operations

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SUBJECT:

Request for Approval to Conduct Training

1. The Office of SIGINT Operations would like to offer a special running of the seminar, "Effective Time Management: Exercising Power and Control."

2. The instructor, [redacted] is willing to conduct the training for 18 employees for \$950 at the [redacted] Commercial cost of the seminar is usually \$120 per person.

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3. As you can see from the attached Student Evaluation of Training, we feel the course would be beneficial to our senior managers. If you approve, we will make arrangements for the seminar to be held 24 January 1983.

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Attachment:
Form 1049

APPROVED:

Director of Training and Education

10 NOV 1982

Date

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